

**Loudoun County Public Schools**  
**Authorization for Medication Administration**

Place  
Student's  
Picture  
Here

**Student's Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
Student ID #: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_ SY: \_\_\_\_\_

Has the student taken this medication before?  Yes  No If no, the first full dose should be given at home to decrease the risk of student having a negative reaction at school.

**Prescription Medication: Healthcare Provider to Complete (one form for each medication)**

Diagnosis/Condition for which medication is being administered: \_\_\_\_\_  
Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_  
Route: \_\_\_\_\_ Time of Administration: \_\_\_\_\_ Discontinue on Date: \_\_\_\_\_ or End of School Year:   
Special Considerations (open capsule, crush, mix, etc.): \_\_\_\_\_  
List Possible Side Effects: \_\_\_\_\_  
Healthcare Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Healthcare Provider PRINTED Name/Stamp: \_\_\_\_\_  
Healthcare Provider Phone: \_\_\_\_\_ NPI #: \_\_\_\_\_  
Healthcare Provider Address: \_\_\_\_\_

**Over-The-Counter Medication: Parent/Guardian to Complete (one form for each medication)**

Reason medication is to be given: \_\_\_\_\_  
Name of Medication: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Route: \_\_\_\_\_ Time of Administration: \_\_\_\_\_  
Discontinue on Date: \_\_\_\_\_ or End of School Year:   
List Possible Side Effects: \_\_\_\_\_

**Parent/Guardian Authorization**

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
My signature gives permission for principal's designee to follow this plan, administer prescribed medication, and contact healthcare provider if necessary. I also agree to pick up any unused medication at the end of the school year. I understand that medication not picked up by a parent/guardian at the end of the school year will be discarded.  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed with Health Office Staff**

Medication received: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Medication received by: \_\_\_\_\_ / \_\_\_\_\_  
Health Office Staff Signature/Date Parent Signature/Date

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**Parent Information About Medication Procedures**

1. **Medications should be taken at home** whenever possible so that the student does not lose valuable classroom time.
2. **The first dose of any NEW medication should be administered at home.**
3. If it is absolutely necessary for the student to take medication at school, an “**Authorization for Medication Administration**” form must be received for each medication and must be submitted to the Health Office staff with the medication to be administered at school. Use the appropriate form for asthma, allergy, seizure and diabetes medications. Medication will not be accepted without the appropriate form.
4. **Parents must provide written instructions from the healthcare provider for prescription medication to be administered by LCPS staff.** The “Authorization for Medication Administration” form is preferred, but the healthcare provider may use office stationary or a prescription pad with the following information:
  - Student’s name and date of birth
  - Name and purpose of medication
  - Dosage, time & route of administration
  - Duration of medication order/effective dates
  - Possible side effects/actions to take if these occur
  - Healthcare provider’s signature/date/NPI #
5. **Medications must be brought to the Health Office by a parent/guardian.** In accordance with LCPS School Board Policy 8420, students that have documentation of a condition which requires access to an inhaler, epinephrine, injectable insulin, Glucagon, pancreatic enzymes, hydrocortisone, or Solu-cortef may be permitted to self-carry and self-administer these medications throughout the school day with the written consent of the physician, school nurse and parent/guardian as indicated on the “Physician Order/Action Plan.” Otherwise, students are not permitted to transport medications to and from school or carry any medication while in school.
6. **Medication Containers:**
  - ❖ Prescription medications- must be in the original pharmacy bottle with proper label containing:
    - Student’s name
    - Name of medication
    - Time to be given
    - Dose / amount to be administered
    - Healthcare provider’s name
    - Date
  - ❖ Non-prescription medications (OTC- over-the-counter) - must be in the original packaging and include dosage instructions.
7. Prescription information on bottle label must match the healthcare provider’s information on the “Authorization for Medication Administration” form. **Ask the pharmacy to provide a properly labeled bottle for school.**
8. Staff will not cut/break pills. Parents/Guardians should cut/break pills or request the pharmacy to cut pills into the correct dose.
9. Medication must be given in its original form unless written directions from the healthcare provider states otherwise. For example- open capsule or crush pill and mix with applesauce/yogurt, etc.
10. Medications will be given no more than 30 minutes before or after the prescribed time.
11. Non-prescription medication will only be administered according to directions on the bottle or box. If a higher dosage is required, the “Authorization for Medication Administration” form must be completed and signed by the healthcare provider.
12. Medication must be stored and administered in the health office unless the criteria for self-carry are met.
13. A new “Authorization for Medication Administration” form is required at the start of the school year and each time there is a change in the dosage or time at which a medication is to be taken.
14. Parents/Guardians should not bring in more than a 30-day supply of prescription medicine at a time.
15. Any **herbal or natural alternative medications** (botanicals, oils, dietary or nutritional supplements, homeopathic medicine, phytomedicinals, vitamins, and minerals) require an “Authorization for Medication Administration” form signed by the healthcare provider and parent/guardian. This authorization does not permit the possession or use of marijuana or unregulated CBD or THC-A oil.
16. **Unused medication MUST be picked up by a parent/guardian on the last day of school or it will be destroyed.**